


Covered Entities Guide for Public Users

Exporting Contract Pharmacy Data

This guide describes how to export contract pharmacy search results data. Having obtained a list of contract pharmacies that matched your search criteria [\[Searching for a Contract Pharmacy\]](#) you have the option of exporting pharmacy data to an Excel spreadsheet. Excel offers numerous options for arranging and customizing the data presentation.

Steps for exporting data from the **Search Results** page:

- 1) After entering search criteria on the **CP Search Criteria** page, click .

CP Search Criteria

340B ID:

Entity Name:

Entity City:

Entity State:

Pharmacy Name:

Pharmacy City:

Pharmacy State:

Pharmacy Zip:



Advanced Search Criteria

Advanced Query Options:

Begin Date: From To

Term Date: From To


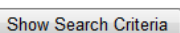

Edit Date: From To

The **Search Results** page displays.

- 2) Check the box in the left column for each contract pharmacy data you want to export. To export all the search result data check the **Select All** box at the top of the column.

Search Results:

The number of rows returned: 75 Rows/Page:   

<input type="checkbox"/>	Contract Detail	340B ID	Entity Name	Entity City	St	Pharmacy Name	Address	City	St	Zip	Start Date	Term Date
<input type="checkbox"/>	Select All											
<input type="checkbox"/>	Detail	CAH051301-00	Tehachapi Valley Healthcare District	Tehachapi	CA	THRIFTY PAYLESS	RITE AID #5847 811 TUCKER ROAD	TEHACHAPI	CA	93561	07/01/2014	
<input type="checkbox"/>	Detail	CAH051301-00	Tehachapi Valley Healthcare District	Tehachapi	CA	CALIFORNIA CITY PHARMACY	9160 CALIFORNIA CITY BLVD #111	CALIFORNIA CITY	CA	93505	07/01/2014	
<input type="checkbox"/>	Detail	CAH051301-00	Tehachapi Valley Healthcare District	Tehachapi	CA	WALGREEN CO.	DBA: WALGREENS # 07555 1101 W TEHACHAPI BLVD	TEHACHAPI	CA	93561	07/01/2014	

Note: A message notifies you if more than 200 records are selected for export.

- 3) Click . The **Contract Pharmacy Data Extract** page displays.



The screenshot shows the 'Contract Pharmacy Data Extract' page. It features a title 'Contract Pharmacy Data Extract' at the top. Below the title, there are several sections of checkboxes for selecting data to export. The 'Select All' checkbox is highlighted with a red box. The 'Covered Entity Address' section is also highlighted with a red box. The 'Export' button is at the bottom right.

Contract Pharmacy Data Extract

☐ **Select All**

☐ **Covered Entity Details**

- ☒ 340B ID
- ☒ Entity Name
- ☐ Entity Sub-Division Name
- ☐ Approved
- ☐ Participating

☐ **Pharmacy Details**

- ☐ Pharmacy Name
- ☐ Pharmacy Comments
- ☐ Pharmacy ID

☐ **Contract Pharmacy Signed By Information**

- ☐ Signed By Name
- ☐ Signed By Title
- ☐ Signed By Telephone
- ☐ Signed By Extension

☒ **Covered Entity Address**

- ☒ Address1
- ☒ Address2
- ☒ City
- ☒ State
- ☒ Zip
- ☒ Second Zip

☐ **Pharmacy Address**

- ☐ Address1
- ☐ Address2
- ☐ Address3
- ☐ City
- ☐ State
- ☐ Zip
- ☐ Second Zip

☐ **Contract CE Signed By Information**

- ☒ Signed By Name
- ☒ Signed By Title
- ☐ Signed By Telephone
- ☐ Signed By Extension

☐ **Contract Pharmacy Rep Information**

- ☐ Contract Pharmacy Rep Name
- ☐ Contract Pharmacy Rep Title
- ☐ Contract Pharmacy Rep Telephone
- ☐ Contract Pharmacy Rep Extension

☐ **Contract Information**

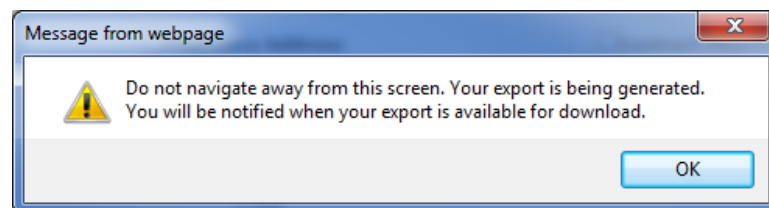
- ☐ Contract Begin Date
- ☐ Contract Approval Date
- ☐ Contract Term Date
- ☐ Edit Date
- ☐ Contract ID



- 4) Select what data you want to export to the spreadsheet:
- Click **Select All** to have all the data listed on the page exported. To have most, not all, of the data exported, simply uncheck the box next to the data not to be exported.
 - Click a section heading (example, **Covered Entity Address**) to have all the data items in that section exported. Uncheck the box next to items in a section you do not want exported.
 - Click individual items for export when you do not want most of the data exported.

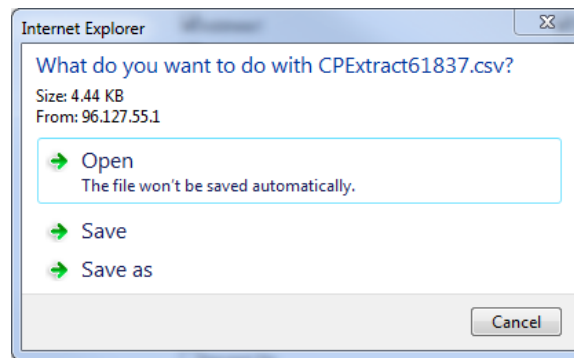
- 5) Click the  button.

A screen message warns you not to navigate away from your screen while the data is being exported.



- 6) Click the  button.

A pop-up window asks if you want to open the export file in Excel or save it for later.



7) Select the option to open the spreadsheet.

Excel opens and displays the spreadsheet.

	A	B	C	D	E	F	G	H	I
1	CE ID	Entity Address1	Entity Address2	Entity City	Entity State	Entity Zip	Entity Sec	CE Signed By Title	CE Signed By Telephone
2	621	43563 STATE HIGHWAY 299 EAST		FALL RIVER MILLS	CA	96028		CEO	5303365554
3	665	1800 SPRING RIDGE DRIVE		SUSANVILLE	CA	96130		CEO BLMC	5302522234
4	665	1800 SPRING RIDGE DRIVE		SUSANVILLE	CA	96130		Vice President of Finance	6027474556
5	665	1800 SPRING RIDGE DRIVE		SUSANVILLE	CA	96130		Vice President of Finance	6027474556
6	1412	10121 PINE AVENUE		TRUCKEE	CA	96161		CHIEF FINANCIAL OFFICER	5305826656
7	3529	150 PIONEER LANE		BISHOP	CA	93514		CEO	
8	6332	5176 HILL ROAD EAST		LAKEPORT	CA	95453		Assistant Administrator of Finance	7072625009
9	6332	5176 HILL ROAD EAST		LAKEPORT	CA	95453		Chief Administrative Officer	7072625005
10	6332	5176 HILL ROAD EAST		LAKEPORT	CA	95453		Chief Administrative Officer	7072625009
11	6457	5189 HOSPITAL RD		MARIPOSA	CA	95338	0216	CHIEF EXECUTIVE OFFICER	2099663631
12	6932	700 RIVER DRIVE		FORT BRAGG	CA	95437		CFO	7079614611
13	11475	284 SPRUCE ST.		GRIDLEY	CA	95948		CEO	5308465671
14	11475	284 SPRUCE ST.		GRIDLEY	CA	95948		CEO	5308469096
15	11475	284 SPRUCE ST.		GRIDLEY	CA	95948		CFO	5308469036
16	17397	1375 UNIVERSITY AVENUE		HEALDSBURG	CA	95448		CEO	7074316501
17	19772	914 PINE STREET		MOUNT SHASTA	CA	96067		CFO	5302256121

If you want to generate a report of all the contract pharmacies in the 340B Database, click [Reports > Daily Reports > Contract Pharmacy Daily Report](#). The report is produced in Excel spreadsheet format and contains both active and inactive pharmacies.

(Back to [Getting Started Guide for Public Users](#))

Other Contract Pharmacy Guides

[Searching for a Contract Pharmacy](#)

[Viewing a Contract Pharmacy Record](#)

[Registering a Contract Pharmacy](#)

[Requesting a Contract Termination](#)

[Contract Pharmacy Daily Report](#)